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26 March 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. MANAGEMENT TRAINING

1. Managerial Grid GS-13/14

The GS-13/14 Managerial Grid [ ] commenced with 37 students in attendance. On Monday evening one of the students was called away on a family emergency and will be re-enrolled in a future Grid. The class is attentive and serious in their work. [ ] monitored this running to prepare himself for active participation in future Grids.

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2. Management Course

Pre-work for Management Course #3-71, running from 29 March to 2 April 1971, were sent to 34 students.

3. Advanced Management (Planning) Course

The course scheduled to begin on 11 April has been cancelled because of insufficient registration. (One fortunate by-product of the cancellation was the release of space to O/DDS which desired to conduct an Administrative Conference [ ] during the week of 12 April.) In our Weekly Report of 4 February 1971 we noted that the AMP scheduled for January had to be cancelled because of insufficient enrollment and mentioned the advisability of a "market survey" through Training Officers if a

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shortfall developed in registrations for the April course. We plan to begin this survey in the very near future so as to get a "line" on the probable requirements for this course in FY 72.

B. MEDC

The schedule for Phase II of the upcoming Midcareer Course No. 28 has been completed with three speakers still to be announced. Phase II runs during the period 12 - 28 April 1971.

The following outside speakers have already been scheduled to speak in Phase III of the 28th Midcareer Course, which begins on 28 April 1971: Ernest LeFevre, Brookings Institution; Hyman Bookbinder, former Director of OEO; Richard Scammon, Elections Research Center; [redacted] Assistant Secretary of State Marshall Green; [redacted]

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[redacted] and Brig. Gen. Alexander Haig, Deputy Assistant to the President for National Security Affairs.

We have received word from O/DDS&T that Carl Duckett, who normally attends the Director's daily Staff Meeting, plans to speak to the Midcareerists [redacted] on Thursday, 22 April, and to remain for the evening's informal discussion.

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C. ADMINISTRATIVE TRAINING

1. Training Course for Technical Officers

The preliminary outline proposed by Mr. [redacted] of OL and Mr. [redacted] of DDS&T for the content of the "Technical Officers' Training Course" is being expanded to include input from the members of the Agency's R&D Board to provide a basis for further discussions with Messrs. [redacted] et al. When agreement has been reached on this more detailed outline, preliminary discussions will be held with potential contractors to obtain proposals for that part of the course which will be handled by an outside contractor. All matters involving an outside contractor

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will be coordinated with the Procurement Division, OL, before action is taken.

2. Tutorials

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Miss [REDACTED], NE Division, completed her tutorial in Logistics on 19 March. Miss [REDACTED] completed her tutorial in Class B Accounting and Personnel/Travel on 25 March.

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3. General

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Mr. [REDACTED] is attending the Intelligence and World Affairs Course from 22 March - 16 April 1971.

4. Administrative Procedures

The feedback provided by the Student Responder Units (SRUs) used in the March running of the Administrative Procedures course enabled the instructor to monitor the progress of the students and to gauge teaching effectiveness. The SRUs were used for only one day of the course. Statistics compiled revealed a higher rate of comprehension for that day's material than for presentations during the two days immediately prior to the comprehensive test. Of the previous 17 classes using the same comprehensive test, only one achieved a higher average grade than this class. Additional benefits of the system were increased student attention and better participation. The SRUs will be used throughout the next running of Administrative Procedures in an effort to validate further the merits of this system. Our longer range goal is the elimination of the "end of course" examinations.

[REDACTED]

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Chief, Support School, OTR

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Addendum

Support School Weekly Report  
Week of 22 - 26 March 1971

CLERICAL TRAINING FACULTY

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1. Dr. [ ] met with Miss [ ] Chief, Clerical Staffing Branch/OP, on Tuesday, 23 March to discuss the recommendation of Problem Solving Seminar #5 that a survey be conducted to determine the level of interest in and the number of potential candidates for beginning shorthand training. Miss [ ] commented on the limited use of existing shorthand skills and suggested that there might be a greater need for and interest in training in basic typewriting.

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2. Mr. [ ], Training Officer, Office of Logistics, and a member of the Logistics Personnel Staff met with Mrs. [ ] on 24 March to request the scheduling of a special course in English usage for clerical personnel from that Office. The course is to deal with the fundamentals of punctuation, capitalization, and grammar and is to be conducted for one hour a day for a four-week period beginning, if possible, on 26 April. Mr. [ ] will submit a written request for this training to the DTR.

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